



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

16 April 1997


CEPR-O (715)

MEMORANDUM FOR COMMANDERS, ALL MAJOR SUBORDINATE COMMANDS,
DISTRICT COMMANDS, FIELD OPERATING ACTIVITIES,
AND LABORATORIES; ATTN: DIRECTORS/CHIEFS OF
CONTRACTING

SUBJECT: PARC Instruction Letter 97-2, Credit Card Percentage Calculations

1. This PARC Instruction Letter provides a uniform method for calculating the percentage of micropurchase buys being made under the Government-wide Commercial Credit Card Program.
2. To calculate the Army goal achievement, divide the total number of bank-reported transactions by the sum of the simplified acquisitions (valued at and below \$2,500) reported on block 7a. of DD Form 1057 and the number of bank reported transactions. Army does not exclude the transactions over \$2,500 since the number remains relatively small. (DA advises that they may exclude those at a later time as the number rises.) There are no exclusions, as Army considers that those buys which are ineligible are contained within the ten percent remaining after the goal is achieved.
3. The methodology used by Army has been verified by e-mail and traditional correspondence. The percentage is based upon the NUMBER OF TRANSACTIONS, not the dollar values.

FOR THE COMMANDER:


OTIS WILLIAMS
Colonel, Corps of Engineers
Chief of Staff